LSTA **Indiana Memory** Digitization Grant
2015 Guidelines

Library Development Office
Indiana State Library
315 West Ohio Street
Indianapolis, IN 46202
(317) 232-3697
FAX (317) 232-0002
www.library.in.gov

APPLICATIONS DUE MARCH 13, 2015

Libraries are encouraged to partner with other libraries and cultural institutions to digitize and preserve all aspects of Indiana history.

The maximum amount of funding is $20,000 per application.

A local cash match equal to 10% of the requested amount of LSTA funds is required.

$150,000 in LSTA funds will be available for these grants. Please note that funding is contingent upon the Indiana State Library receiving its full fiscal year 2015 funding award from the Institute of Museum and Library Services.

Additional questions in Appendix A are **required** of all applicants.

The suggested 2015 theme is *The Indiana Bicentennial,* but this is not required and there are other suggested themes.

Program Overview

The Indiana State Library will offer LSTA sub-grants to libraries in Indiana for the purpose of digitizing Indiana's historical collections. The primary goal is to develop content for *Indiana Memory*, a digital library for Indiana residents (http://indianamemory.org). Libraries should use these funds to digitize materials important to Indiana history and relevant to researchers today. Libraries should also be looking to establish partnerships with cultural institutions that house unique and important collections of Indiana history. The lead project director in these partnerships must be a library, and the library will be responsible for managing the project and acting as fiscal agent and grant administrator.

Desired Outcomes

Projects awarded grant funding must demonstrate the ability to produce at least one of the following outcomes.

- Expanded access to unique materials reflecting the cultural heritage of Indiana
- Increased knowledge about Indiana history among Indiana residents, researchers, and students
- Increased awareness of *Indiana Memory* among educators, researchers, and students

Projects with the ability to produce at least one of the following desired outcomes are given preference.

- Digitization of a unique and important collection housed outside a library
- Digitization of collections which meet specifically identified needs of researchers and/or students
- Development of a partnership between libraries and outside cultural institutions

Note: These desired outcomes are derived from the overarching goals of the IMLS (see http://www.imls.gov/programs/programs.shtm) and the goals identified in the Indiana LSTA Five-Year Plan (see http://www.in.gov/library/files/LSTAPlan2013-2017.pdf). Before applying for an LSTA Digitization Grant, please be sure you understand the overarching LSTA goals and have developed a project that addresses these.

Eligible Applicants

All academic, public, and school media libraries are eligible to apply. In addition, cultural institutions and special libraries may partner with any of the libraries listed above to digitize their unique historical materials. Academic, public, and school media libraries are encouraged to partner with these cultural institutions and special libraries in an effort to digitize all aspects of Indiana history. All libraries must meet federal and state regulations to be eligible. Public libraries must meet public library standards and both public and school media libraries must meet CIPA requirements to be eligible for grant funds.

Returning Grantees

The Indiana State Library is interested in developing Indiana Memory, an online resource of diverse materials reflecting Indiana's cultural heritage. Projects serving as continuations of previous grant awards will be considered for no more than two additional grant awards, or three (3) years maximum.

If you are applying for a continuation of a LSTA-funded grant project, you will need to include a summary of work that has been done, what has been learned, and how it affects the proposed project.

Grant Guidelines

- Grant funds must be spent between the project start date[1] and April 30, 2016.

- Applicants must demonstrate how their digitization project supports at least one of the desired outcomes, meets at least one purpose of LSTA as defined by the IMLS, and meets at least one of the goals of Indiana's five-year plan[3].

- Applicants must demonstrate that they meet all eligibility requirements and if applicable, provide evidence they meet any preferred eligibility requirements.

- All digital files and the associated metadata records created as a result of digitization projects **must** be submitted to *Indiana Memory* and the *Digital Public Library of America* and be made available for free access online.

- Applicants must adhere to State Library standards for collection development (http://www.in.gov/library/files/dig_colldev07.pdf), image scanning (http://www.in.gov/library/files/dig_imgst.pdf), and metadata (http://www.in.gov/library/files/dig_metast.pdf).

- Newspaper digitization projects have special requirements. Contact the Digital Initiatives Librarian Connie Rendfeld (crendfeld@library.in.gov) for more information.

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[1] The start date is dependent upon official finalization of the contract.

[2] http://www.imls.gov/programs/programs.shtm

[3] http://www.in.gov/library/files/LSTAPlan2013-2017.pdf

- Grant recipients **must** submit all reports and meet all expectations in time as outlined in the *Managing Your LSTA Grant 2015* manual, available online at http://www.in.gov/library/lsta.htm.

- Preference will also be given to projects that will digitize significant materials currently unavailable to the public due to their fragile condition.

When selecting collections for digitization, please consider the following factors.
- Legal right to create and disseminate digital reproductions
- Physical condition of the material
- Uniqueness of the material
- Completeness of the material
- Adequate descriptive information about the material

2015 Theme

In recognition of the approaching Indiana Bicentennial in 2016, the recommended theme for the 2015 LSTA Indiana Memory Digitization sub-grant program is ***The Indiana Bicentennial***.

We are looking for projects that document the history of Indiana's urban and rural communities from first settlement to current day. Projects with a community involvement component are especially encouraged.

Digitization projects are not required to adhere to the suggested theme. Other suggested themes include:
- *Celebrating our Community* – Projects featuring the lives and work of notable local residents.
- *Work & Leisure in Indiana* – Projects showcasing the companies, industries, and/or popular recreational destinations or pastimes of a region.
- *Indiana-Built* - Projects highlighting the architectural history of a community or region, which may include residential, commercial, or public buildings.

Budget & Funding

Applicants may apply for up to $20,000.

Applicants must show that they will provide a cash match equal to at least 10% of the awarded amount of LSTA funds.

Applicants may use this support to outsource digitization and encoding to other institutions with appropriate digitization experience and infrastructure.

Grant funds may be used for conservation treatments and/or supplies, staff training, or outreach purposes. Limit the amount of grant dollars requested for these activities to no more than 5% of the total grant amount.

Applicants may not purchase digital collection management software. The State Library will provide access to the statewide CONTENTdm license to all libraries at no cost.

Individual equipment pieces costing $5,000 or more are subject to pre-approval from the IMLS. Be specific when describing the type of equipment that will be purchased and why it is needed.

Applicants must adhere to federal guidelines for allowable and non-allowable expenses. See the Cost Principles on the LSTA website: http://www.in.gov/library/lsta.htm.

Examples of Allowable Costs
Technology hardware and software
Training for staff and volunteers
Contracting outside agencies
New project staff
Indirect costs (contact us for more information)

Examples of Non-Allowable Costs
Ongoing operating costs
Wages and benefits for existing employees
Entertainment costs (NO FOOD or BEVERAGES)

2015 DIGITIZATION SUB–GRANT TIMELINE

DECEMBER 2014	Application form and guidelines made available
FEBRUARY 27, 2015	Project Proposal form submitted to grant consultant *(**optional** for new grantees)*
MARCH 14, 2015	Applications due at the Indiana State Library no later than 4 p.m. ET
MAY 2015	Applicants informed of application status (*funded; not funded*)
JUNE 2015	Projects may begin after contract is finalized
AUGUST 31, 2015	First Quarter Progress Report due
NOVEMBER 30, 2015	Second Quarter Progress Report due
FEBRUARY 28, 2016	Third Quarter Progress Report due
APRIL 30, 2016	Project Ends – last day grant funds can be spent.
MAY 31, 2016	Final postmark date for reimbursement claims.
JUNE 30, 2016	Narrative Final Report & Financial Final Report due
SEPTEMBER 30, 2016	End of grant period

Project Proposal Form (OPTIONAL)

Libraries are strongly encouraged, though not required, to submit a project proposal form before completing a digitization grant application. Forms are available on our LSTA webpage: http://www.in.gov/library/lsta.htm. This form will be used to identify potential digitization projects and to provide assistance with project planning. You are under no obligation to submit an application when you submit this form. Forms may be submitted by e-mail (crendfeld@library.in.gov) or faxed to (317) 232-0002. Please submit this form by February 27, 2015.

Application Process

APPLICATIONS DUE BY 4:00 P.M. ET, MARCH 13, 2015 (EMAIL COPY MUST BE <u>RECEIVED</u> AND HARDCOPY MUST BE <u>POSTMARKED</u> BY THIS DATE)
Application materials are available on our LSTA webpage. Please follow the general application instructions and refer to the line-by-line instructions also available on the webpage. **Additional questions required of digitization grant applicants are found in Appendix A of this document.**

You may request an advance review of your application by Digital Initiatives Librarian Connie Rendfeld (crendfeld@library.in.gov). The librarian will make suggestions for improvement of the application but does not approve applications. Applications should be submitted at least two weeks in advance of the application deadline to be reviewed. Applications will be reviewed at the consultant's discretion as time allows.

Application Submission

The grant application consists of:

1. An application form
2. A budget worksheet
3. Supplemental questions (from Appendix A)

A copy of these documents must be submitted by **BOTH** mail **and** e-mail to be considered. Incomplete applications will not be reviewed.

Step One
Mail or hand deliver one signed original of your completed application materials to *LSTA Digitization Grant Application,* Library Development Office (Rm. 413), Indiana State Library, 315 West Ohio Street, Indianapolis, IN 46202.

Step Two
E-mail one copy of your completed application materials to LSTA Consultant Jennifer Clifton at jclifton@library.in.gov. You may attach the original Word and Excel files. Scans or PDFs of your originals are not required. If you have trouble meeting this requirement, notify the Library Development Office at (800) 451-6028.

Application Review

Grant applications are reviewed by a panel of Indiana historians, educators, librarians, and State Library staff. Applications are scored in relation to the answers provided in each section, including the additional digitization questions required in Appendix A, and the overall quality of the proposal. 150 total points are possible. Projects with the ability to produce at least one preferred desired outcome as listed above and/or adhere to the stated theme, are eligible to receive at most an additional 15 points. The highest scoring projects are recommended for awards. Should libraries have equal points, preference goes to libraries who have not previously received digitization grants.

Applicants are informed of the status of their grant in May. Reviewers may decide to fully fund, partially fund, or not fund any application received. Those who are either not funded or not fully funded can file an appeal with the Indiana Library and Historical Board within 30 days of receiving notice of the reviewers' decision.

Appendix A: Additional Digitization Questions

Part 1: General Description

Describe the materials to be digitized, including the copyright status of the items.

1. Include information about the collection creator, time period, and types of materials.
2. How many objects, images, books, pages, etc. will be digitized by completion of grant?
3. Discuss the copyright status of this collection.

Part 2: Historical Significance

1. How and why does the material contribute to the knowledge and understanding of Indiana history locally, regionally, nationally, or worldwide?
2. Is the material one of a kind or does it supplement existing material already available online?
3. Does the style or physical "artifact" nature of the material provide unique information in and of itself?

Part 3: Technical Plan

1. What hardware or software will be used? Please note: The State Library will provide access to the CONTENTdm statewide license at no cost. If you plan to use the ISL statewide CONTENTdm license, or software other than CONTENTdm, contact the Indiana State Library before submitting your application.
2. Please indicate which of the following three options your institution will utilize:
    a. We will use the State Library's CONTENTdm license, and we have the minimum technology requirements to use the software.
    b. We will use our own CONTENTdm license.
    c. We will use a different digital content management software.
3. If you selected C in question 2, please provide an explanation for why you are using a different content management software and answer the additional questions below.
    i. How will the images be searched (what software will be used)?
    ii. How will the search results be displayed and/or sorted?
    iii. How will images be linked and displayed?
    iv. How will you provide metadata and images for Indiana Memory?
4. Detail your backup and storage strategy.
5. Detail your digitization project workflow, outlining what will happen when.
6. Describe any difficulties that might arise in scanning the materials (oversized, bound, fragile, etc.).
7. Will the digitization be done in house or submitted to a vendor?   If using a vendor, how will the vendor be selected?

Returning Grantees: If you project is a continuation of an earlier LSTA Digitization grant, please provide a brief summary of your current project, what you have learned, and how this will affect the proposed project.

Part 4: Metadata Plan

Describe your plan for creating metadata for the proposed project. Include information about the metadata fields and any controlled volcabularies that will be used. *Please note: All LSTA-funded projects must conform to the State Library's metadata standards.*

Part 5: Management Plan

1. Describe your staff training and experience with digitization projects. Specifically detail current staff expertise and/or what training will be available in the following areas:
    a. Project management
    b. Metadata creation
    c. Scanning software and equipment
    d. Website development

2. If your project is a partnership, please also address these final questions.
    a. What is your relationship to the partner organization?
    b. What is the project vision, and is it shared?
    c. How will decisions be made between partner organizations?
    d. Is the partner organization aware that materials will be made available on the internet?
    e. Indicate who will own any equipment purchased with grant funds and the rights to the digital images created by this grant.
    f. Include a signed letter of support from your partner(s).

Part 6: Supporting Documentation

Applicants may include additional materials to support the application. Additional documents are <u>not</u> requested or required. Grant applications submitted to for review will not contain more than five (5) additional pages.